



### **SFA Human Resources Performance Appraisal Process & System (ASP) October 2, 2000**

#### **Performance Appraisal Process & System:**

##### **Performance Development Process One-Page Overview**

The Performance Development Process One-Page Overview describes the annual Performance Development cycle. The cycle shows the four steps of the process, the specific components of each step, and the timeframe of the process. The one-pager identifies the benefits that the Performance Development Process provides to SFA employees, and factors that are critical to the successful implementation of SFA's new Performance Development Process.

##### **Performance Development Process Fact Sheet**

The Performance Development Process Fact Sheet answers key questions about the Performance Development Process. The Fact Sheet describes the reason behind the development of the new Performance Development Process. It documents the benefits that the process will provide to SFA; the participants and their specific role within the process, as well as the implementation date of the process. The Fact Sheet also describes how SFA employees will learn more about the Performance Development Process over the coming weeks.

##### **Performance Development Process Description Document**

The Performance Development Process Description Document describes all procedural aspects of the Performance Development Process in accordance with the Code of Federal Regulations. This document equates to the Department of Education's "Personnel Manual Instruction" document based on the current codes and regulations. This document will be submitted to key stakeholder groups for formal approval.

##### **Performance Development Process Perform.com Solution**

The Perform.com ASP Solution facilitates the Performance Development Process. The Phase I roll-out of the site is comprised of three main tabs: Home, IDP, and Comments. The Home tab introduces the SFA user to the site and contains hypertext links to documents that will assist SFA employees to create their Skill Profile or navigate successfully through the Performance Development Process. The Individual Development Plan (IDP) tab documents employee's goals, approaches, and goal/approach progress status. The Comments tab enables SFA employees to select their Development Coaches, and using this Comments tab, Supervisors and Development coaches will be able to provide continuous, constructive, and reinforcing comments to colleagues and subordinates throughout the performance year.



### **Performance Development Process User Training and Reference Guide**

The Performance Development Process Job Aide serves as a step-by-step guide for SFA employees to reference as they seek to further understand the steps, components, and roles in participants of the Performance Development Process. The processes of developing a Skill Profile, creating an Individual Development Plan, providing Feedback Comments, and selecting Development Coaches are explained in the Job Aide. The Job Aide also introduces SFA employees to the Perform.com site and explains, using step-by-step instructions, how to use this site to complete the Performance Development Process' Step 1: "Goal Setting and Expectation Setting".

